



How to Plan and Facilitate a Job Shadowing Experience

1. Locate potential shadowing sites through personal contacts, community career consultants, the yellow pages or business directories, business organizations, unions, and newspapers. Faculty members may also be able to recommend sites to be shadowed.
2. Contact business/industry to establish working relationship and to determine if employer is willing to participate in shadowing activity.
3. Work with students to determine their interests, abilities, and aptitudes, so that their career choices can be matched with available shadowing sites.
4. Review job shadowing student responsibilities and provide students with a copy of the checklist to use as their guide. (See Student Responsibilities Form.)
5. Ask students to complete a job shadowing application for each career they want to shadow, and have their parents sign a parental consent form and medical authorization. (See Job Shadowing Application, Parental Consent Form, and Parent/Guardian Medical Authorization.)
6. Have students research the career they will be shadowing so they will have a basic understanding about it prior to the shadowing experience. (See Before You Job Shadow Form.)
7. Determine the method and criteria for evaluating each student's performance, and let students know what is expected of them, such as appropriate dress, arriving on time, communication skills, and ability to share information learned with others.
8. Assign students to their shadowing sites, and make transportation arrangements.
9. Emphasize that students will be expected to go to shadowing sites when school is in session.
10. Provide students with a list of questions to ask employees. (See Job Shadowing Interview Form.)
11. Notify the business/industry contact immediately if a scheduling change is needed. It is also recommended that the teacher contact the business/industry two to three days before the activity to confirm the date and time.
12. Make employers aware of any ability or personality differences in students so they will be able to modify the experience if needed.
13. Provide students with attendance form to be signed by employer/employee. (See Attendance Verification Form.)
14. Send a thank you letter on behalf of the school and program, and ask employers to evaluate job shadowing experience. (See Employer Evaluation.)
15. Ask students to evaluate their job shadowing experience. (See Student Evaluation.)

How to Plan and Facilitate a Job Shadowing Experience

16. Have students send thank you notes to employers/employees who participated in job shadowing experiences.

Adapted from *Implementing a Local School-to-Work Partnership: A Series of How-To Modules*, Module 9—Work-Based Learning, School-to-Work Division, Oklahoma Department of Vocational and Technical Education, ©1996.

How to Plan and Facilitate a Job Shadowing Experience

Student Responsibilities in Job Shadowing

Prior to the Site Visit

- _____ Discuss job shadowing with your parent(s).
- _____ Select an occupation and a job site.
- _____ Contact the job site two weeks prior to your visit.
 - Introduce yourself
 - Explain your purpose for calling
 - Gather details such as:
 - appropriate dress
 - meeting place
 - lunch arrangements
 - arrival time
 - departure time
- _____ Work with parents or teacher to make transportation plans.
- _____ Return signed permission slip and medical authorization to the school by _____.
- _____ Gather information about the job you are exploring.
- _____ Confirm your appointment two days before your scheduled visit. (See Student Job Shadow Phone Script.)

Note: If you cannot make it to your appointment, you must notify your instructor or the job site.

During the Visit

- _____ Show up on time. Stay for the full time scheduled or report back to school.
- _____ Be courteous. Remember, you are not only representing yourself, you are representing your school.

After Visiting the Job Site

- _____ Complete Student Evaluation.
- _____ Turn in Attendance Verification.
- _____ Write a thank you note to your job site host/supervisor.

Source: *Implementing a Local School-to-Work Partnership: A Series of How-To Modules*, Module 9—Work-Based Learning, School-to-Work Division, Oklahoma Department of Vocational and Technical Education, ©1996.

How to Plan and Facilitate a Job Shadowing Experience

Student Application for Job Shadowing

Student's Name: _____

Teacher's Name: _____ Program: _____

Date of Visit: _____ Time: _____

Job Site: _____

Job Site Address: _____

Occupation to be explored: _____

Person to whom the student reports: _____

Parental Consent Form

_____ has my permission to participate in the job shadowing experience. I understand that it is my responsibility to provide transportation to and from the job site, or assign a trusted adult to provide this transportation. It is also my understanding that the student must present proof of a job site visit to be excused from school.

I hereby release any and all liability from _____ Schools, and the job site listed above.

Signature Parent/Guardian

Date

Source: *Implementing a Local School-to-Work Partnership: A Series of How-To Modules*, Module 9—Work-Based Learning, School-to-Work Division, Oklahoma Department of Vocational and Technical Education, ©1996.

How to Plan and Facilitate a Job Shadowing Experience

Parent/Guardian Medical Authorization

Should it be necessary for my child to have medical treatment while participating in the job shadow, I hereby give the school district and/or worksite personnel permission to use their best judgment in obtaining medical service for my child, and I give permission to the physician selected to render whatever medical treatment he/she deems necessary and appropriate.

☐ Yes ☐ No

Permission is also granted to release emergency contact/medical history to the attending physician, or to worksite personnel, if needed.

☐ Yes ☐ No

Student's name _____

Date of birth _____

Address _____

Parent/guardian _____ Phone _____

Contact other than parent or guardian _____

Relation to student _____ Phone _____

Phone _____

Family doctor _____ Phone _____

Does your child require any special accommodations due to medical limitations, allergies, disabilities, dietary constraints, or other restrictions:

☐ Yes ☐ No

If yes, please explain any that are required.

Signature of Parent/Guardian

Date

How to Plan and Facilitate a Job Shadowing Experience

Before You Job Shadow

Student's Name: _____ Today's Date: _____

Business Address: _____

Contact Person: _____ Date/Time of Visit: _____

What made you decide to shadow at this job site? _____

What experiences have you had that may relate to this career area? (Hobbies, school courses, student organizations) _____

What is the nature of the job you are going to explore? List any resources you used to find this information.

- Job title: _____
- Job description/responsibilities: _____

- Salary range: _____
- Education and/or training needed for the job: _____

- Outlook for future employment: _____

- Advantages and disadvantages of the job: _____

- Resources used: _____

What do you expect to see during your visit? (Working conditions, tasks, male/female roles, etc.)

Note: This form must be completed and returned to your teacher by _____

Source: *Implementing a Local School-to-Work Partnership: A Series of How-To Modules*, Module 9—Work-Based Learning, School-to-Work Division, Oklahoma Department of Vocational and Technical Education, ©1996.

How to Plan and Facilitate a Job Shadowing Experience

Student Job Shadow Phone Script

Hello, May I speak with _____, please?
(name of your job shadow host)

When your job shadow host comes to the phone, say the following: Hello, my

name is _____. I am calling from _____
(name of your school)

to confirm my job shadow on _____, _____
(day of the week) (month and date)

from _____ to _____. Where
(beginning time) (end time)

should I meet you?

Thank you. I look forward to seeing you. Good bye.

Note: If your job shadow host is not available, leave a message with a secretary or assistant, or on your job shadow host's voice mail. In your message, give the same information written above and leave the number of the school office where your school program coordinator can be reached.

How to Plan and Facilitate a Job Shadowing Experience

Job Shadowing Interview

Here is a list of suggested questions for students to use in their job shadowing experiences. Add additional questions as desired.

Begin the interview by saying: "To find out about different jobs, the students in my class are shadowing people at work. I would like to ask you a few questions and write down your answers to take back to my class."

Name of the person being shadowed: _____

Occupation of person: _____

Job Site: _____

- ☐ What do you do at your job? _____

- ☐ What is the recommended education or training for your work? _____

- ☐ Are there opportunities for young people to get jobs in your field? _____
- ☐ What other occupations did you seriously consider? _____

- ☐ Do you enjoy your work? ____ Why? _____
- ☐ What activities do you enjoy to do most? _____

- ☐ What activities do you enjoy least? _____
- ☐ How might your job change in the next ten years? _____

- ☐ How much money does the average person in your occupation earn? _____

Source: *Implementing a Local School-to-Work Partnership: A Series of How-To Modules*, Module 9—Work-Based Learning, School-to-Work Division, Oklahoma Department of Vocational and Technical Education, ©1996.

How to Plan and Facilitate a Job Shadowing Experience

Job Shadowing Attendance Verification

I verify that on _____ from _____ until _____,
Date Time Time

_____ was present at _____
Student Name Site of Shadowing Experience

as part of the shadowing experience with _____ School.

Phone Number

Name and Job Title

Job Shadowing Attendance Verification

I verify that on _____ from _____ until _____,
Date Time Time

_____ was present at _____
Student Name Site of Shadowing Experience

as part of the shadowing experience with _____ School.

Phone Number

Name and Job Title

How to Plan and Facilitate a Job Shadowing Experience

Job Shadowing Employer Evaluation

We wish to thank you for your valuable assistance and participation with our school's job shadowing project. Please help us evaluate the project by responding to the following items.

Business Contact _____ Phone _____

School _____ Student _____

- | | |
|--|------------------|
| 1. Did the student make initial contact with you? | Yes ____ No ____ |
| 2. Did the student call a few days ahead to confirm his/her interview? | Yes ____ No ____ |
| 3. Did the student arrive at your location on time? | Yes ____ No ____ |
| 4. Did the student show interest? | Yes ____ No ____ |
| 5. Did the student ask questions during the visit? | Yes ____ No ____ |
| 6. Did the student behave courteously? | Yes ____ No ____ |
| 7. Did the student dress appropriately? | Yes ____ No ____ |
| 8. Would you be willing to host students again? | Yes ____ No ____ |

Recommendations for improvement: _____

Comments: _____

How to Plan and Facilitate a Job Shadowing Experience

Job Shadowing Student Evaluation

Please answer the following questions to help us improve the job shadowing experience:

1. Were you able to observe a particular occupation that interested you? Yes ____ No ____
2. Did you have sufficient time to ask questions? Yes ____ No ____
3. Did you have enough time to see the entire work site? Yes ____ No ____
4. How did shadowing relate to your research reported in "Before Your Job Shadow"? _____

5. How was the shadowing experience helpful to you? _____

6. Were you able to assist with any of the work? If yes, please describe. _____

7. Would you recommend this job site for other students? Yes ____ No ____
8. What did you like *best* about the shadowing experience? _____

9. What did you like *least* about the job shadowing experience? _____

Comments: _____
